

# OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

December 14, 2016

**SUBJECT:** **UNIFORM COMMITTEE – RENAMED; UNIFORM AND EQUIPMENT DEALERS – RENAMED; LISTED DEALERS – REVISED; LISTED DEALER DESIGNATION – REVISED; DEALERS GUARANTEE – REVISED; UNIFORM AND EQUIPMENT COMPLAINTS – RENAMED AND REVISED; AND, WITHDRAWAL OF LISTED DEALER DESIGNATION – REVISED**

**PURPOSE:** Recent re-organizations within the Los Angeles Police Department necessitated updating Department Manual Section 3/608, *Uniform and Equipment Dealers*. This Order updates the names, titles, and current roles related to the Department Manual sections referenced below. For the purposes of these sections, uniform and personnel equipment items constitute all items Department personnel wear or use in the course of their duties, with the exception of technology items (e.g. radios, computers) and motor vehicles. Technology items and motor vehicles are the responsibility of Information and Technology Bureau and Motor Transport Division, respectively.

This Order renames and/or revises Department Manual Sections 2/093.10, *Uniform Committee*; 3/608, *Uniform and Equipment Dealers*; 3/608.10, *Listed Dealers*; 3/608.20, *Listed Dealer Designation*; 3/608.30, *Dealers Guarantee*; 3/608.50, *Uniform and Equipment Complaints*; and, 3/608.60, *Withdrawal of Listed Dealer Designation*, to conform to current Department procedures.

## PROCEDURE:

- I. UNIFORM COMMITTEE – RENAMED.** Department Manual Section 2/093.10, *Uniform Committee*, has been renamed as *Uniform and Equipment Committee* to conform with current Department procedures.
- II. UNIFORM AND EQUIPMENT DEALERS – RENAMED.** Department Manual Section 3/608, *Uniform and Equipment Dealers*, has been renamed as *Uniform and Equipment (Dealers and Department-Issued)* to conform with current Department procedures.
- III. LISTED DEALERS – REVISED.** Department Manual Section 3/608.10, *Listed Dealers*, has been revised to conform with current Department procedures.
- IV. LISTED DEALER DESIGNATION – REVISED.** Department Manual Section 3/608.20, *Listed Dealer Designation*, has been revised to conform with current Department procedures.
- V. DEALERS GUARANTEE – REVISED.** Department Manual Section 3/608.30, *Dealers Guarantee*, has been revised to conform with current Department procedures.

**VI. UNIFORM AND EQUIPMENT COMPLAINTS – RENAMED AND REVISED.**  
Department Manual Section 3/608.50, *Uniform and Equipment Complaints*, has been renamed as *Uniform and Equipment Complaints and Recommendations*, and revised to conform with current Department procedures.

**VII. WITHDRAWAL OF LISTED DEALER DESIGNATION – REVISED.**  
Department Manual Section 3/608.60, *Withdrawal of Listed Dealer Designation*, has been revised to conform with current Department procedures.

Attached are the Department Manual Sections listed above with the revisions indicated in italics.

**AMENDMENTS:** This Order amends Sections 2/093.10, 3/608, 3/608.10, 3/608.20, 3/608.30, 3/608.50, and 3/608.60 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachments

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**DEPARTMENT MANUAL**  
**VOLUME II**  
**Revised by Special Order No. 21, 2016**

**093.10 UNIFORM AND EQUIPMENT COMMITTEE.**

**Responsibilities.** The Uniform *and Equipment* Committee shall be responsible for:

- Considering any changes in the uniform and personal equipment worn by uniformed personnel and making recommendations to the Chief of Police;
- Maintaining and publishing, semi-annually, a roster of authorized uniform dealers and their addresses, and publishing without delay the names and addresses of any dealers added to or deleted from the list;
- Supplying authorized dealers with copies of the Department Uniform and Personal Equipment Specifications *Manual* and Department directives pertaining to the same; and,
- Originating and maintaining correspondence concerning uniform and equipment matters.

**Membership.** The Committee shall be comprised of:

- The Commanding Officer, Police Sciences and Training Bureau, as *Chairperson*;
- One command officer from Detective Bureau selected by the Director, Office of Special Operations;
- One command officer from a Geographic Bureau, selected by the Director, Office of Operations;
- One command officer selected by the Director, Office of Administrative Services; and,
- Two sworn *directors* from the Los Angeles Police Protective League.

**Reviewing Officer.** The Chief of Police is the Reviewing Officer for all matters within the jurisdiction of the Uniform *and Equipment* Committee.

**DEPARTMENT MANUAL**  
**VOLUME III**  
**Revised by Special Order No. 21, 2016**

**608. UNIFORM AND EQUIPMENT (DEALERS AND DEPARTMENT-ISSUED)**

**608.10 LISTED DEALERS.** A listing of the names and addresses of the authorized uniform and equipment dealers shall be distributed semi-annually by the *Chairperson, Uniform and Equipment Committee*, to all Department personnel, the City Purchasing Agent, and each authorized dealer.

**608.20 LISTED DEALER DESIGNATION.** A person or an organization desiring designation as a listed dealer in uniform and/or equipment may address a letter to the Chief of Police stating that fact. The Uniform and Equipment Committee representative shall inspect the dealer's premises and submit a report to the *Chairperson, Uniform and Equipment Committee*. The *Chairperson, Uniform and Equipment Committee*, shall determine whether the dealer's facilities meet Department standards. Those dealers having satisfied Department standards may be designated as listed dealers and shall be furnished a copy of the Department Uniform and Personal Equipment Specifications Manual.

**608.30 DEALERS GUARANTEE.** Each dealer requesting designation as a listed dealer must have a written guarantee on file with the *Chairperson, Uniform and Equipment Committee*, which specifies that the dealer will fully comply with the procedures set forth in the Department's Uniform and Equipment Quality Control Program. The guarantee must contain the dealer's agreement to readily refund to the buyer the entire purchase price of any article of uniform or equipment which is substandard or is not made in strict accordance with the Department specifications in effect at the time of purchase.

**608.50 UNIFORM AND EQUIPMENT COMPLAINTS AND RECOMMENDATIONS.** An employee desiring to register a complaint regarding an item of his or her uniform or equipment purchased from a listed dealer *or issued by the Department* shall incorporate the information in an Employee's Report, Form 15.07.00, directed to the Chairperson, Uniform and Equipment Committee, in care of the *Department Uniform and Equipment Coordinator, Police Sciences and Training Bureau (PSTB)*.

*An employee should also follow this same procedure in order to recommend to the Department new uniforms, uniform items, and/or equipment that already meets Department specifications and does not require a product evaluation. If a product evaluation is deemed to be necessary by either the employee recommending the item, or by the Department Uniform and Equipment Coordinator, then Department Manual Section 3/270.10 shall be followed.*

**608.60 WITHDRAWAL OF LISTED DEALER DESIGNATION.** The Uniform and Equipment Committee may recommend to the Chief of Police that the designation of a merchant as a listed dealer be withdrawn for cause. Following such a recommendation by the Uniform and Equipment Committee and with the approval of the Chief of Police, the name of the merchant shall be withdrawn from the roster of listed dealers.